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MAR 3 1954

MEMORANDUM FOR: Chairman, DD/A Career Service Board

SUBJECT: Reassignment and Change in Career Designation
[REDACTED]

1. Reference is made to the action taken by the DD/A Career Service Board at its meeting on 2 February 1954 in the case of Mr. [REDACTED]. It is understood that the action taken was predicated upon consideration of his utilization in an administrative position as a detail arranged by the [REDACTED] rather than an official reassignment. Although Mr. [REDACTED] presently carries a PE career service designation, it is submitted that he obtained a PE designation through default in a situation which was just the converse of that referred to above, i.e., as an administrative officer then currently performing in a personnel job.

2. It is noted that Mr. [REDACTED] entered on duty with the Agency on 22 May 1951 as an Administrative Officer, GS-11, with OPC/[REDACTED]. On 28 December 1951 he was transferred to OPC/EE as an Administrative Officer, GS-11. On 14 September 1952, prior to the establishment of career designations, he was reassigned in the field as a Personnel Officer in the [REDACTED]. Consequently, when career designations were made, Mr. [REDACTED] received a PE career designation because he was in fact performing a personnel-type job at that time. In the 33 months since entering on duty with the Agency, [REDACTED] has spent approximately 16 months as an Administrative Officer and an equal amount of time as a Personnel Officer.

3. It is also noted that from 1936 to 1937, Mr. [REDACTED] was employed as a management trainee for the [REDACTED] that from 1937 to 1941 he attended Upsala College and received a B. A. degree in business administration; that from September 1941 to March 1942 he was a cost accounting clerk with the Jersey [REDACTED]

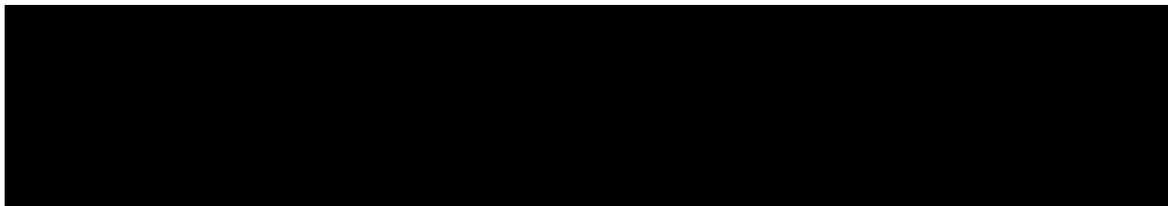
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4. This review of Mr. [REDACTED] education, training and experience to date indicate to me a background which is predominantly in the general administrative area. Furthermore, your attention is called to the Status and Efficiency Report dated 31 March 1953 in which the reporting officer states that subject is "mis-placed as Deputy Chief, Personnel" and a follow-up report which was sent to the Chief, EE, in August 1953 in which the Chief of Mission concurred in the response made by the reporting officer to Item 5 of the report which read as follows:

"5. If employee, as a result of previous training, experience, background or personality, is more qualified for other duties, indicate.

'Should be transferred to (a) an administrative position. . . or (b) to a liaison position.'"

and Item 9 of the report:

"9. Recommendation:

'Transfer to administrative position . . .'"

5. Therefore, I am requesting that the DD/A Career Service Board reconsider its action in this case in the light of the information set forth above. If the DD/A Career Service Board still is unwilling to accept Mr. [REDACTED] it appears that we should handle him as a surplus case under the Reassignment Board.

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Harrison G. Reynolds
Assistant Director for Personnel

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